

# Inventory Example of Ownership Communication Activities and Information

What are you doing currently? What documents and policies exist now?

<b>Reporting</b>	<b>Inform all owners</b>	<b>Inform a subset of owners</b>	<b>Who is responsible for communication:</b>
Dividend/distribution reports			
Tax reporting (1099s, K-1s, share basis)			
Ownership holdings report			
Annual ballot to elect directors			
Quarterly financial report			
Annual financial report			
Philanthropy/Business in the community report			
Valuation report			
Other:			
<b>Documents and Policies</b>	<b>Available to all owners</b>	<b>Available to a subset of owners</b>	<b>Who is responsible for communication:</b>
Business formation, operating agreements, bylaws			
Policy on nomination and election of directors			
Executive management succession plans			
Owner vision and goals statement			
Owner financial goals			
Owner succession plans			
Family employment policies			
Buy/sell or shareholder agreement			
Estate planning resources			

Policies on loans/support for family members			
Family code of conduct			
Business history archive			
Family history archive			
Other:			
<b>Forums and Meetings</b>	<b>Open to all owners</b>	<b>Open to a subset of owners</b>	<b>Who is responsible for communication:</b>
Owners council			
Owner education events			
Annual shareholder meetings			
Quarterly business updates			
Family gatherings			
Other:			

As featured in *The Family Business Advisor* article "Building Connection Among 'Owners by Chance' and 'Owners by Choice' in Your Family Business" by Kate Barnwell, The Family Business Consulting Group.